



November 2006
FLSA: EXEMPT

POLICE LIEUTENANT

DEFINITION

Under general direction, depending upon assignment, plans, schedules, organizes, supervises, reviews and evaluates the work of field service officers or investigative, dispatch and records staff through a subordinate level of supervision; trains staff and provides for their professional development; develops and implements specific departmental operational programs; provides complex administrative and budgetary support to the Police Chief and Police Captain; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Supervision is provided to Police Sergeants, Police Officers and a variety of non-sworn staff either directly or through a subordinate level of supervision.

CLASS CHARACTERISTICS

This mid-management class is responsible for planning patrol, investigative and public service activities and for assisting the Police Chief and/or a Police Captain in various budgetary, special program, and administrative areas. While the incumbents may respond to calls for service, crime scene security, or become involved with investigations, the primary responsibilities are managerial, including the coordination of activities with those of other City departments and law enforcement agencies. This class is distinguished from Police Captain in that it has management responsibility over a designated area within the Police Services Department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages and participates in the development and implementation of goals, objectives, policies and priorities for the Department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Plans, manages, and oversees the daily functions, operations, and activities of the Police Department, including the Critical Response, Field Service, and Criminal Investigation units.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of police services and programs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Chief.
- Manages and coordinates the work plan for the assigned Division; meets with staff to identify and resolve problems; ensures coverage of staff for all shifts and assignments, including investigation; assigns work activities, projects and programs; monitors work flow; reviews and evaluates service delivery, methods, and procedures.

- Coordinates sworn personnel selection procedures, including conducting interviews and acting as liaison with background investigators, and medical/psychological screening professionals.
- Trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Prioritizes and allocates available resources; reviews and evaluates service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Manages and participates in the development and administration of the Police Department's annual budget including estimating operational funds for staffing, equipment, materials, and supplies, monitoring and approving expenditures, and directing and implementing adjustments as necessary.
- Develops cooperative working relationships and mutual aide agreements with representatives of other local public safety departments.
- Provides highly complex staff assistance to the Chief of Police; assists in preparation of staff reports, procedures, written materials, and other necessary correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to departmental programs, policies, and procedures, as appropriate.
- Monitors legal, regulatory, technological and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Investigates and resolves problems with requests for services or complaints regarding police functions; conducts internal investigations of complaints from officers and /or the public, mediates any conflicts or disputes with department personnel or the public, and takes appropriate action to ensure a timely and equitable resolution when first-line supervisors are unable to do so.
- Provides effective professional liaison between the Police Department and other City Departments and divisions.
- Maintains and directs the maintenance of departmental files, directs the release of records and dispatch activities.
- Represents the City and/or the Police Department in meetings with members of other public and private organizations, business, educational and community groups and the public.
- Responds to emergency or unusual situations; performs the full range of patrol, investigative and related duties of an officer and assumes a command role as appropriate; may oversee and coordinate the work of multi-agency task forces or committees.
- Assists in providing leadership and administrative expertise during major emergency situations and natural disasters utilizing standardized Emergency Management System (EMS) regulations, including participating in organizing operations center, call back of personnel and equipment resources, providing active management of emergencies and disasters utilizing City's emergency action and participating in organizing, planning and practicing EMS training.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Manages and executes special projects and systems.
- May assume command in the absence of the Police Chief and Police Captain.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget administration.

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes, court decisions and regulations concerning the operation of a full service municipal police department.
- Functions, services and funding sources of a full-service municipal police department.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies and operational needs of the assigned Division.
- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension and transport of suspects.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Recent and on-going developments, current literature, and sources of information related to the operations of a municipal police department.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, schedule, assign, review and evaluate the work of staff.
- Train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Make sound, independent decisions as a watch commander and in emergency situations.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations and ordinances.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Identify and be responsive to community issues, concerns and needs.
- Perform comprehensive first aid procedures and CPR.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year of college or university with major coursework in criminal justice, police science, public administration, or a related field, and three (3) years of supervisory experience in the police service equivalent to Police Sergeant or above at the City of Eureka.

License:

- Valid California class C driver's license with satisfactory driving record.
- Valid basic, intermediate and supervisory certificates issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession and maintenance of firearms qualification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.